

California Accountability and Improvement System

Fact Sheet 1: How to Add Users

Note: Only CAIS users with Administrative Rights (Admin rights) can add CAIS users.

1) To add a CAIS user, log onto CAIS and select “Setup & Maintenance.”

California Accountability & Improvement System

Hi LEA! Logout Help

LEAs List Current LEA: 2012-13 Training LEA - 12341234567890

LEA Overview Monitoring Plan LEA File Cabinet Plan Tags

Home > 2012-13 Training LEA - 12341234567890

LEA OVERVIEW 2012-13 Training LEA - 12341234567890

Monitoring Instruments (3) LEA Plan Goals (0) School Plans (1)

Select School Year: 2012 - 2013 School Year Update

REVIEW INFORMATION

2012-13 Training LEA Review 09/27/2012 - 09/28/2012

Name	Status	Items not in Compliance	Due Date
Compensatory Education 2012-13 (CE)	In Progress	0	
English Learner On-site 2012-13 (EL)	In Progress	0	

2) On the Setup & Maintenance page:

A) Select “User Management.”

California Accountability & Improvement System

LEAs List Setup & Maintenance

User Management Monitoring Plans System Administration

Home > Setup & Maintenance

SETUP & MAINTENANCE

Access to Setup & Maintenance is restricted to administrative users.

USER MANAGEMENT

- User Management

MONITORING

Create and manage monitoring instruments

- Instruments
- Instrument Categories

PLANS

Create and manage state plan elements

- Goal Templates
- Strategy Templates
- Plan Tags

3. On the Manage Users page:

A) Select “Add New User.”

California Accountability & Improvement System

LEAs List Setup & Maintenance

User Management Monitoring Plans System Administration

Home > Setup & Maintenance > User Management

MANAGE USERS

Instructions/Description

FILTER

Show Advanced Filters

User Name

Apply Clear

All Assigned Users

Add New User

California Accountability and Improvement System

Fact Sheet 1: How to Add Users

4. On the Add New User page:

- A) Select an LEA from the drop-down menu.
- B) Complete the First Name* field
- C) Complete the Last Name* field
- D) Complete the Email* field
- E) Complete Fields for the Phone, Position, and Department
- F) When the fields are complete, select "Create Account." This will generate an e-mail invitation to the new user to log onto CAIS.

Note: "*"These are required fields.

ADD NEW USER

Instructions/Description

District users must be associated with at least one district. District administrators may add district & school users, and assign submitters.

First Name* **B** 0/50

Last Name* **C** 0/50

Email* **D** 0/50

Phone **E**

Position **E** 0/100

Department **E** 0/100

Level *

☐ CDE

☒ LEA

Search

For your LEA on this drop-down menu **A**

☐ School

Role

☐ Admin

☐ Read-Only

Setting a user as Read-Only prevents them from accessing Setup & Maintenance. Their ability to browse elsewhere is unaffected, but they cannot add comments, change files, or make any other changes. You cannot make yourself Read-Only.

Create Account **F** [Cancel](#)

When you click Create Account, an invitation with a link to the system will be sent to this user.